

**GROUND SUPPLY OFFICER COURSE  
WELCOME ABOARD  
HANDOUT**



**SUPPLY SCHOOL  
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS  
TRAINING COMMAND  
CAMP LEJEUNE, NORTH CAROLINA 28542-0041**

**UNITED STATES MARINE CORPS**

Supply School  
Marine Corps Combat Service Support Schools  
Training Command  
PSC Box 20041  
Camp Lejeune, NC 28542-0041

**COMMANDING OFFICER'S MESSAGE**

**Welcome to Supply School!**

We offer several courses which provide formal Military Occupational Specialty (MOS) training, in the areas of ground supply administration, warehousing and preservation, packing and packaging procedures, to over 2,000 Marines per year.

You're entering a challenging and exciting field.

Your future success will hinge upon your ability to intelligently apply the knowledge and techniques that you'll acquire at Supply School to skillfully support your command's mission.

As a result, you'll be expected to excel at every phase of the course.

In addition to the academic environment, you'll have an opportunity to take advantage of the outstanding recreational activities aboard the camp the local community. We are also staffed with Marine Corps Martial Arts Instructors who will provide you the opportunity to advance from tan belt through brown belt.

You're reminded that, while on liberty, you'll still be expected to uphold our Corps' highest standards of honor, courage and commitment.

We're looking forward to seeing you and we'll do everything in our power to ensure that you have a challenging and rewarding experience.

Welcome aboard!

**J. D. SIPES, Jr.**

**UNITED STATES MARINE CORPS**  
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**CAMP LEJEUNE CHAIN OF COMMAND**

Commanding General, Training Command	<b>BGen Gaskins</b>
SgtMaj, Training Command	<b>SgtMaj Fetherson</b>
Commanding Officer, MCCSSS	<b>Colonel Pasco</b>
Executive Officer, MCCSSS	<b>LtCol Rector</b>
SgtMaj, MCCSSS	<b>SgtMaj Smith</b>
Commanding Officer, Supply School	<b>LtCol Sipes</b>
1st Sgt Supply School	<b>1st Sgt Rodriguez</b>
Deputy Director, Supply School	<b>Major Fullerton</b>
Academic Officer	<b>Major Jakovich</b>
Academic Chief	<b>MGySgt Ross</b>
Class Advisors	<b>Major Jakovich 450-1005</b> <b>Capt Nelson 450-0858</b> <b>Capt Dalton 450-0959</b> <b>DSN: 750 COMM: 910</b>

Supply School  
Bldg. M-418  
DSN 750-0873/1002  
COMM. (910) 450-0950/0873/1002  
Supply School FAX: (910) 450-0726

Current as of: June 6, 2002

**GENERAL INFORMATION:**

1. **DIRECTIONS.** It is a five hour trip from Quantico, VA. to Camp Johnson, NC. Take Interstate 95 South through Richmond, VA and continue until just past Rocky Mount, NC exit. Take exit 121 onto Rt. 264 East towards Wilson, next take 258 South through Snow Hill and Kinston. This will run into Jacksonville. Take Rt. 24 East and you will see the Camp Johnson sign on the right hand side which is Montford Point Road. Follow the road for approximately 1/2 mile to the gate. See the map enclosed for directions to the BOQ. If you have access to the internet, you may also find the Mapquest.com web site useful.

2. **CHECK-IN PROCEDURES.** Uniform is Alpha's with ribbons, badges, and garrison cover. The buildings you will be checking into are shown on the map provided.

a. **Academic section** (bldg. M-418). Pick up check-in sheet. You will also be directed to your Class Advisor for further instructions.

b. **BOQ** (Bldg. M-231). Check in with Mr. Hiney (910) 456-7073 during the day, or if after hours check in with the Officer of the Day (OOD) 910-450-1045.

**Website:** <http://www.lejeune.usmc.mil/mccsss/dos/billeting.htm>

c. **Admin** (bldg. M-416). Career level students (between the hours of 0730 through 1630) are required to check in at the Personnel Admin Center (PAC) (bldg M-416). All students checking in after hours will check in with the AOOD at building M-130.

d. **Mail room** (bldg. M-416)

e. **Medical** (bldg. M-128). With Health Record.

f. **Dental** (bldg. M-128). With Dental Record.

3. **BILLETING.** Billeting for officer students is located in building M-231. The BOQ manager at (910) 456-7073 will coordinate assignments. Assignments will be made on a first come first

serve basis. Officers will have their own room and share a small kitchenette and head with one other officer. The rooms will have a TV, desk, and dresser. The kitchen has a small refrigerator, microwave, and four stovetops burners. There is a small amount of silverware and pots already provided. There are four washers and dryers on the second floor of the BOQ, which are new and free. The BOQ cost \$25.00 per day, unless you are assigned to the overflow BOQ which is \$16.00 per day. You will receive funding for this as part of your per diem or BAH (which ever applies). *Officers with follow-on assignments to Camp Lejeune/Johnson rate BAH vice per diem. Contact your Class Advisor for additional guidance.*

#### 4. **TRANSPORTATION.**

a. Privately owned vehicles. Ground Supply Officer students are authorized to bring their privately owned vehicle (POV) while attending school aboard Camp Johnson, as stated in PCS orders. You are authorized POV's aboard the camp as long as properly registered at PMO with assignment of a DOD decal. For those students requiring a permanent MCB CLNC decal, MCB requires a driver improvement course be completed, if under 26 years of age. (Mainside Vehicle Registration: Bldg. 4000; Mon-Fri 1000-1800 and Sat 0900; phone# 451-2176). You must have a current insurance policy, registration, drivers license, state safety inspection, and proof of insurance.

(1) Parking Facilities. You will be allowed to park in the parking lot area located in the rear of the school. When your vehicle is not being utilized, it should be properly secured and all valuables removed. Parking on the grass area is strictly forbidden.

(a) Permanent Personnel Parking. All parking spaces adjacent to office spaces and those numbered in the parking lot at the end of Company "A" Street are reserved for permanent personnel. **Unauthorized parking in those spaces may result in a parking ticket.**

(2) Loaning your vehicle. Prior to permitting someone other than the registered owner to operate your vehicle:

(a) The registered owner or borrower must have liability insurance to cover the borrower.

(b) The borrower must have in his possession written authorization, signed by the parties, and have a valid operator's permit.

(c) The borrower must be qualified in his own right to enter or be aboard the base.

#### 5. **CAB SERVICES**

a. Commercial Cab Service. There is one (1) authorized taxicab stand at Camp Johnson which is located at the intersection of Harlem Drive and Montford Point Landing Road.

b. City of Jacksonville Taxi Rate Schedule.

(1) Drop fee for the first 1/10 of a mile or less is \$1.30.

- (2) \$.10 for each additional 1/10 of a mile thereafter.
- (3) \$.20 per minute waiting time as requested by passenger.
- (4) No extra charges for "Shared Ride" passengers when initial fare is from point A to point B.
- (5) There are no extra charges for additional passengers. You pay only what is on the meter.

6. **CHECK CASHING.** Upon arrival at Camp Johnson all students will be required to have direct deposit at the financial institution of their choice. If you are not on direct deposit notify your Class Advisor immediately. If you have not received your ATM card within 2 weeks of opening your account notify your Class Advisor immediately. If you have not received your PIN number 1 week after receiving your card notify your Class Advisor. This will help eliminate the chance of your account being accessed fraudulently.

- a. Personal checks can be cashed at the Camp Johnson Exchange for \$ 25.00 dollars over the amount purchased.

- b. An ATM is also available at the exchange and The Recreation Center.

- c. A Marine Federal Credit Union (MFCU) has recently opened to support Camp Johnson. It is located in building M319, across from the Recreational Center. The phone number is 450-1056. The following operating hours are provided:

Monday	Closed
Tuesday & Wednesday	1000 – 1830
Thursday & Friday	0900 – 1700
Saturday	0900 - 1400

7. **MEDICAL/DENTAL.** Treatment is done on an appointment basis only, except for emergencies. Let your Class Advisor know that you need an appointment before class begins in the morning. Do not wait until the condition is serious. The only person who is going to suffer is you. If you have a medical emergency after hours, notify the AOOD for MCCSSS, Building M131. Do not go to the Camp Johnson clinic since they are not open. Dental appointments will be made for emergencies only.

8. **CHAPEL SERVICES, CAMP JOHNSON. (Bldg M-116)** Regularly scheduled worship services and religious activities are coordinated by the chaplains' offices at Camp Lejeune and New River. These activities include various faith group organizations and programs designed to meet religious and spiritual needs at all age levels.

## 9. MARINE CORPS COMMUNITY SERVICES.

Gym:	Mon – Wed:	0600 - 2100
	Thursday:	0600 - 1800
	Friday:	0600 - 2100
	Saturday:	1000 - 1800
	Sunday:	1200 - 1800
Fitness Center:	Mon – Fri:	0530 - 1330 & 1600 - 2100
	Saturday:	1100 - 1800
	Sunday:	1200 - 1800
Pool:	Mon – Fri:	1600 - 2000
	Saturday:	0900 - 1300

10. **ALCOHOL & DRUGS.** The drinking age in North Carolina is **21!** If you are over 21, you should use a designated driver to prevent you from getting a DUI. If you are 21 years old and purchase alcohol for a minor, you are subject to being punished under the UCMJ. Officer students are authorized alcohol in their rooms. **Illegal drugs will not be tolerated!** If you have prescribed medication, do not give it to another individual. **There may be an unannounced urinalysis during the course of your stay at Supply School.**

11. **PHYSICAL TRAINING.** Company PT will be on Mondays, Wednesdays and Fridays. The PT uniform will be decided prior to PT. The basic PT uniform is green T-shirt and green shorts. The shorts and T-shirt will be logo free unless you desire to purchase a Supply School T-shirt at the Camp Cash Sales for \$11.00. If we wear sweats, they will be green and will have the black USMC emblem on the sweatshirt and the sweat pants. You will not wear any type of spandex shorts. PT gear will not be worn out in town, to the Chowhall, PX, or the Recreation Center. Bike shorts and aerobic attire, and running suits are considered PT gear and will not be worn. There will be plenty of time to PT on your own and it is advised that you take advantage of it. If you PT before morning colors or after evening colors a reflective belt/vest is required for safety purposes if you PT where vehicular traffic is present.

12. **USE OF HEADPHONES OR EARPHONES.** The wearing of portable headphones, earphones or other listening devices while operating a motor vehicle, jogging, walking, bicycling, skating or skateboarding on hard surfaced roads and streets aboard Camp Johnson/Lejeune is prohibited.

13. **FRATERNIZATION, SEXUAL HARASSMENT AND HAZING.** **Students are not allowed to socialize with, borrow or loan money, or have business transactions with permanent personnel.** If you are confronted with sexual harassment from any Marine, report it immediately through the chain of command. Do not participate in or encourage any sexual harassment. Hazing in the Marine Corps is prohibited. Everyone at Supply School has earned the title Marine and will be treated with dignity and respect. Do not participate, encourage, or condone an act of hazing as it is a violation of MCO P1700.28.

14. **MAIL.** Your address while attending school is:

Rank/Name/SSN  
MCCSSS, Supply School, GSOC (**CLASS ID#**)  
Marine Corps Combat Service Support Schools  
PSC Box 20041  
Camp Lejeune, NC 28542-0041  
FAX#: DSN: 750-0726 COMM: 910-450-0726

The Company Office picks the mail up daily. It will be distributed before you secure for the day. If you are not getting any mail, let the Class Advisor know so the matter can be rectified.

15. **CIVILIAN ATTIRE.** The same standards of neatness and cleanliness apply when wearing civilian attire as apply when wearing the uniform. Torn, ragged, excessively dirty, revealing, or clothing related to drugs or other illegal activities, and do not meet good grooming standards, will not be worn. No part of a prescribed uniform, except items which are not exclusively military in character, shall be worn with civilian or athletic clothing. Hats will not be worn indoors i.e., cowboy hats, baseball hats. Appropriate civilian attire is defined as that which meets common standards of safety, decency, neatness and cleanliness. The recent trend in popular casual wearing apparel and contemporary attire is acceptable provided that it does not bring unnecessary public attention to the wearer.

a. Items authorized for wear with civilian clothing by male personnel include the all weather coat without insignia or grade, service sweater, gold cuff links and tie bar, footwear, socks, gloves, and undergarments.

b. Items authorized for wear with civilian attire by female personnel include the all weather coat without insignia or grade, service sweater, footwear, anklets, hose, gloves, scarves, and handbags.

c. The wearing of the field coat with civilian attire is prohibited.

d. **Male Marines will not wear earrings at any time.**

16. **WEIGHT CONTROL, AND MILITARY APPEARANCE PROGRAMS.** Student personnel are responsible for maintaining their weight and military appearance while attending formal schools. Students who do not present a favorable military appearance because of weight distribution or who are overweight and do not meet body fat requirements will be counseled accordingly by the respective school director or designated representative. Students will not be formally assigned to a weight control program due to the short length of the course, however, students that fail a PFT, fall out of organized PT, or fail to meet weight and appearance standards will be placed on a remedial PT program. Students who are overweight or present an unfavorable military appearance are considered adverse. In such cases, school directors will ensure strict compliance with provisions of MCO P1610.7 concerning adverse fitness reports.



17. **OFF-LIMITS ESTABLISHMENTS/AREAS**. The Commanding General of Marine Corps Base publishes a list of off-limits establishments/areas. An off-limits area is defined as any vehicle, conveyance, place, structure, building, or area prohibited to military personnel to use, ride, visit, or enter during the period in which it may be declared off-limits. As a matter of policy, the change of ownership, management or name of any off-limits establishment does not, in and of itself, revoke the off-limits restriction. Upon checking in to Supply School, each student will be provided with the current listing of off limits establishments/areas.

18. **THINGS TO DO IN JACKSONVILLE**

a. The following website <http://www.onslowcountytourism.com/accomodations> lists areas of interest and places of entertainment which you may find useful during your stay here in the Jacksonville area.

19. **ACADEMIC INFORMATION**

a. **CLASS HOURS (DAILY ROUTINE)**

(1) Classes are conducted on the basis of 7.5 instructional hours per day, 0730-1630 Monday through Friday. Classes are not normally conducted on Saturdays, Sundays, or legal holidays. Normal class hours vary based on individual school requirements. There is a break normally between 1130 and 1300 for the noon meal and physical training, but times may vary depending on scheduled events throughout curriculum.

(2) Weekly class schedules provide time, location, instructor and subject matter for each lesson scheduled.

b. **ATTENDANCE**

(1) Except as provided in paragraph b. (2) below, attendance at all classes is required. Very little "administrative time" is included during the course of instruction. Students are encouraged to satisfy personal affairs requirements during the "check-in" days, after class hours, and during the check out time provided at the conclusion of the course.

(2) Students failing to meet academic standards or attendance requirements may be disenrolled or recycled to an alternate class. Under special circumstances, e.g., failure to meet prerequisites, a student may be considered for lateral move to another Occupational Field for training. Personnel failing to complete assigned training may, at the discretion of the School Director, be considered for administrative discharge.

c. **CLASS ORGANIZATION**

(1) Class Advisor. A designated Officer from the faculty will be the Class Advisor of each class for the purpose of providing guidance and leadership.

(2) Class Leader and Assistant Class Leader. Normally, the senior student will be

designated "Class Leader" with the next senior as "Assistant Class Leader" to function in his absence. Duties are:

(a) Muster the class informally within the classroom at the start of the day and after lunch on instructional days, and report the results to the Class Advisor.

(b) Ensure student conduct is of a professional manner to include appearance.

(c) Refer unresolved academic, personal, or professional problems of the class members to the Class Advisor.

(d) Ensure smooth academic and administrative functioning of the class and high class morale.

d. ACADEMIC (COURSE SUBJECT MATTER) Some students may find it necessary to devote considerable after hours effort in order to understand all areas of instruction. Students are encouraged to seek assistance from fellow students, instructors, instructional section heads, counselors or the Academic Officer. Remember "**You only get out what you put in!**" Your personal goals are certainly high enough to warrant maximum individual effort, in and out of class. Good notes are essential. The curriculum is divided into 6 phases, culminating with a Supply Account Exercise (SAX). There will be a practical application at the end of the majority of the phases to get ready for the exams. The exams are challenging , and will require you to "think". The SAX project involves the management of a simulated supply account. This project is very helpful in pulling everything together.

<http://www.lejeune.usmc.mil/mccsss/sup1/>

Courses/Schedules/Travel Directions/Student information/Links

e. UNIFORM REQUIREMENTS

(1) The normal uniform of the day is utilities (**Monday-Friday**). Per Base Order 1020, the uniform may be worn off base to make brief stops in the city of Jacksonville and surrounding communities within a fifty mile radius of Camp Lejeune for personal errands (i.e., gas stations, convenience stores, banks, etc.). The uniform will be clean and neatly pressed, and combat boots, will be shined with black polish, When commuting via motor vehicle, you may do the following when in the utility uniform:

(a) Drop off/pick-up children from day care centers

(b) Obtain gas

(c) Drop off/pick-up dry cleaning

(d) Stop at convenience stores and credit unions

(e) Pick-up vehicles at repair shops or gas stations

(f) Stop at drive-thru windows

(g) Emergency stops for medical treatment or vehicle maintenance

(2) The utility uniform of the day is inappropriate and will not be worn under the following circumstances:

(a) At off-base restaurants, pizza parlors, etc.

(b) Court House, Police Station or Attorney offices

(c) Colleges or other off base education facilities, for any reason

(d) Airports/bus stations or grocery stores/supermarket

(e) Entertainment/recreational or sporting activities

(3) The field coat may be worn with the utility uniform on base. Off base, the same restrictions listed in paragraph 5(a) above apply. The coat will be zipped and snapped closed.

(4) The service sweater is optional for purchase and wear by Marines in accordance with guidelines contained in the current edition of MCO P1020.34. The service sweater may be worn with civilian clothing.

**(5) Each month plan on wearing the seasonal service “B” or “C” uniform on the first Friday after Battalion PT.**

f. FITNESS REPORTS.

(1) Fitness reports are submitted to the Commandant of the Marine Corps on each Officer attending Supply School, Marine Corps Combat Service Support Schools.

(2) These individuals are required by MCO P1610.7 to complete Section A of a fitness report and deliver it to their Class Advisor before checking out. The company office coordinates fitness report processing and will have them typed and ready for signature prior to the last week of instruction.

(3) Careful attention should be paid to precise administrative preparation of the fitness report and realistic duty station preference.

(4) Student fitness reports are normally "Not Observed" reports. Additional comments may be added to the Section I, to include class standing and GPA.

g. DUTY. GSOC students (2dLt, 1stLt, WO & CWO2) **will** stand OOD at least once while

at school.

20. **CONCLUSION**. This handbook is provided for informational purposes. Certain base regulations have been highlighted. You are cautioned, however, not to rely solely on this handbook as your sole information source. There are numerous Marine Corps and Base Directives which govern Marines assigned to this command. Many of these directives are posted on Company bulletin boards and should be read. Questions regarding authorized activities, clothing, liberty, etc., which are not answered by posted directives, should be addressed to the appropriate Class Advisor or First Sergeant.

### **LOCAL HOTELS AND MOTELS**

<b>COMFORT SUITES</b>	<b>910-346-8900</b>
<b>QUALITY INNS &amp; SUITES</b>	<b>910-347-6111</b>
<b>TRIANGLE MOTOR INN</b>	<b>910-455-4923</b>
<b>HOLIDAY INN EXPRESS</b>	<b>910-347-1900</b>
<b>SUPER 8 MOTEL</b>	<b>910-455-6888</b>
<b>INNKEEPER</b>	<b>910-938-0800</b>
<b>LIBERTY INN</b>	<b>910-353-3336</b>
<b>HAMPTON INN</b>	<b>910-347-6500</b>
<b>FAIRFIELD INN</b>	<b>910-938-4499</b>

## **HISTORY OF SUPPLY SCHOOL**

Quartermaster school for enlisted Marines was established at Norfolk, Virginia during World War I. It was temporarily disbanded in the early 1920s and later reactivated at the Philadelphia Depot of Supply in 1925.

In February of 1939, the Quartermaster School was moved to Quantico, Virginia and courses for officers were added to the curriculum. In 1942, after the outbreak of World War II, the school was moved to Camp Lejeune and situated in the main camp. It was moved to its present location, Camp Johnson (Montford Point) in 1951.

For a brief period in 1953, Supply School conducted a combined Supply Officer and Officer Candidate course called the Special Supply Officer Course. This 16 week course was offered to Staff Sergeants (E-5), Technical Sergeants (E-6), and Master Sergeants (E-7). Successful completion of the course resulted in a Temporary Commission as a 2ndLt and designation as a Supply Officer.

An Aviation Supply Instructional Section was established in 1959 after the disestablishment of the Marine Air Detachment at NAS Jacksonville, Florida in 1958. The Aviation Section remained an integral part of Supply School Company until its consolidation with the Navy Supply Corps School, Athens, Georgia, and the Navy Technical Training Center, Meridian, Mississippi in June of 1974.

The Fiscal Instructional Section was established in 1975 as part of Supply School Company to provide instruction to basic level Marines and to Marines who transferred to the financial management field. On 15 September 1982, the Disbursing Instructional Section detached from Supply School Company and was consolidated with the Personnel Administration School to form the Personnel Administration/Disbursing School Company. In November of 1987, the Fiscal Instruction Section detached from Supply School Company and consolidated with the Disbursing Instructional Section to become what is now Financial Management School.

Until 1992, supply warehousemen received MOS instruction by managed on-the-job-training (MOJT) at three sites: Marine Corps Base, Camp Lejeune, North Carolina and Marine Corps Logistics Bases Albany, Georgia and Barstow, California. In September 1992, the supply warehousing school at MCB, Camp Lejeune was moved to Camp Johnson and incorporated into the Supply School. In 1997, CG MCCDC directed that all-basic supply warehouse training be formalized and consolidated at Supply School, Camp Johnson, North Carolina.

Supply School presently offers nine formal courses. The Instruction Branch provides entry level training for active duty officers and enlisted Marines, career progression training for NCO's and SNCO's and independent duty instruction for supply Marines in or going to independent duty assignments. In coordination with MARFORRES, Supply School also provides MOS producing courses for reserve officers and enlisted Marines. The Academics Section provides course supervision and student administrative support. The Information Systems Coordinator Section provides computer and local area network management, classroom technology support and INTERNET Web Site management. (The Supply School World Wide Web site was established in 1996.)

### **History of Camp Johnson and Marine Corps Combat Service Support Schools**

Back in 1942 this site consisted of 1600 acres within Camp Lejeune and was established as Montford Point Camp. It was named for a prominent civil war officer, Colonel Montford. History notes Montford Point as the World War II recruit training site for all Black Marines. On 18 August 1942, Headquarters and Service Battery, 51st Composite Defense Battalion was activated and the first recruits arrived 26 August 1942.

Following World War II demobilization, the Quartermaster Schools were moved to Montford Point from Philadelphia and redesignated as the Supply School Battalion in 1947. In 1954 the combined Schools were again redesignated as Marine Corps Supply Schools.

In November 1967, Marine Corps Service Support Schools was designated as the official organization title.

On 19 April 1974, the Camp was officially designated as Camp Johnson in honor of Sergeant Major Gilbert H. (Hashmark) Johnson, United States Marine Corps (Retired). Sergeant Major Johnson was one of the first three black men to enter the Marine Corps for duty at Montford Point in 1942 and was the first black Sergeant Major in the Marine Corps.

The Schools have grown in both mission and capabilities, training entry and career level Marines in the following occupational fields; Personnel Administration, Supply, Financial Management and Motor Transport. In addition, professional military training is conducted at the Instructional Management School and Marine Combat Instructor Water Survival School. Annually, over 11,000 U.S. and foreign students are trained in 45 programs of instruction.

Reflecting the Corps' evolving force structure and training requirements, today's Marine Corps Service Support Schools is a more technologically intensive training environment, while still relying on the principle of learning by doing. The Schools are known throughout the military and civilian educational fields as a front-runner in the development of innovative media, methodology and philosophy, while promoting growth of the "whole Marine." Programs today address balanced needs of our Marines, sailors, civilians, and families; also embracing warrior and Military Occupational Specialty skills training, recreation, and community service.

Camp Johnson (Montford Point) is also home to the Montford Point Marine Association and five tenant activities: Field Medical Service School, Field Supply and Maintenance's Analysis Office-1 (FSMAO), East Coast Food Team, Marine Corps Disbursing On Site Examination Team, and Marine Corps Non-Appropriated Funds Audit Service.

On March 1, 1999, the name was changed to Marine Corps Combat Service Support School.